**Instructions for Filling Online Entry Form**

**This document will save you filling in the same details on multiple forms.**

**Please read the steps before you complete your entry form**

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| **STEP** | **Explanatory information** |
| 1.     Double click on the Entry Form. | There is no need to save this form.  It will remain open and you can type over the previous information for each new item |
| 2.     Fill in all the information in the form. | Single click & begin typing. ‘Click here to enter text’ will automatically disappear. Refer to ‘Exhibition Item Details’ (below) for description of required information |
| 3.     Check that information entered is correct and complete.      Click on “File”. Click on “Save as”.      Give your form a File name and choose a folder to save it in.  **You may wish to create a new folder to save your entry forms in.** | Name your files so they can be identified, e.g. <your name> and <item number>…Joan Smith 1 |
| 4.     If you have more than one item for the exhibition, the form will still be there. You can type over the previous form and save this second form with a new name, as above. | You can click on the form and change only the information relating to the next item you wish to exhibit. Change the number each time you make a new Entry Form. If you have 3 items you will have 3 Entry forms. |
| 5.     Email all of your forms to the Entry Coordinator Helen Worth at embroideryact@gmail.com no later than 19 August 2019 | Put the subject heading “**Entry Form**” on your email so it goes to the right person. The words “entry form” are important to make the email easy to find amongst others. 130053_ACTPS_Template_2nd_HDRNOTE: After your entry is received you will be sent a confirmation email. If you do not receive this email please contact the Entries Co-ordinator by phoning Helen Worth on 0418627242 |

**Exhibition Item Details – this information helps the Exhibition Designer**

* **My Entry number** –Give each of your entries a number, starting with 1
* **Name/Title of Item** –This is the name you may have given your item e.g. “Night Owls”
* **Type of Article** –Type of article might be “picture, cushion, table runner”
* **Size in Cm** – type height in cm first and then width in cm e.g. “6 H x 10 W”
* **Dominant Colours** – Enter the main colours in the item
* **Price** $: if for Sale – Enter price or if not for sale, leave blank or NFS
* **Category:** General, Creative, Greenhills, Fibre & Yarn, Recycle Chall
* **Young Stitcher:** –“Y” for ”Yes” and enter a number for age
* **Stitch Group:** Canvas work, Hardanger, Decorative Surface Stitches, Metal Thread, Fabric Assembly, Counted Thread, Cross Stitch, Stumpwork, Smocking, Other
* **Did you design the work yourself?** Enter Y or N

Please indicateif you designed the item. If not, you must provide details of the original source of the design — this might be the author & title of a book, the author of magazine article (volume number and issue number/date), kit details, etc. We must know where the design comes from and we must acknowledge the original designer for **copyright purposes.**

**•     Did you make the work in a class put on by the Guild?** Enter Y or N

**If YES, please give details of class**- Enter the name of the class

**If YES,** would you like this item displayed with class group?

**•     Additional comments about the work (optional) No more than 20 words –** Use this space to give some interesting information about the item. It might have been inspired by other work, a photo, a magazine article for example.